

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
EXECUTIVE BOARD MEETING
14 August 2015 @ 10:00 am
100 LONG HILL ROAD
LITTLE FALLS, NJ 07424

1. CALL TO ORDER

2. FLAG SALUTE AND MOMENT OF SILENCE

3. ROLL CALL

4. APPROVAL OF MINUTES

19 September 2015 – Executive Board transition Meeting

5. TREASURER'S REPORT KEVIN GALLAND/JOEL POPKIN

A. MCANJ ACCOUNT BALANCES

B. PROFIT & LOSS BUDGET V. ACTUAL

C. UPDATE ON EXECUTED CONTRACTS

1. EXECUTIVE DIRECTOR

2. ATTORNEY

3. AUDITOR

4. CIT-E-NET (RENEWS IN FEBUARY)

6. REPORT OF OFFICERS

SECRETARY: DIANE PFLUGFELDER

A. MCANJ RECORDS DESTRUCTION

TREASURER: KEVIN GALLAND

A. MEMBERSHIP REPORT

2ND VICE PRESIDENT: DINA ZAWADSKI

A. UPDATING THE CANDIDACY APPLICATION FORM

1ST VICE PRESIDENT: DENISE SZABO

A. LEAGUE OF MUNICIPALITIES CONFERENCE

a. EDUCATION SESSIONS

b. DLGS PANEL ON FDS UPDATES – NANCY SAFFOS

B. MCANJ CONFERENCE RESPONSIBILITIES TIME LINE

PRESIDENT: KEITH KAZMARK

A. OPRA/OPMA/GRC UPDATE

a. NJ FOG MEETING

B. DEMOCRACY ACT UPDATE

C. RUTGER'S EDUCATION COMMITTEE

D. RMC EXAM RESULTS MEETING

E. 2016 ANNUAL EDUCATION CONFERENCE

F. MCEF ENDOWMENT – FUNDRAISING EFFORT

G. STIPENED FOR TREASURER'S POSITION (2015-2016)

H. SCHOLARSHIP AWARDS (2015-2016)

I. MCANJ LAPEL PINS

- J. NJ PINS FOR IIMC CONFERENCE
- K. ONLINE SALES OF MERCHANDISE
- L. NJLM NEWLY ELECTED ORIENTATION PROGRAMS IN JANUARY 2016
 - A. 9 JANUARY 2016
THE RENAISSANCE MEADOWLANDS HOTEL, RUTHERFORD
 - B. 23 JANUARY 2016
THE HOTEL ML IN MOUNT LAURLE

IMMEDIATE PAST PRESIDENT: JOHN MITCH

- A. UPDATED SOP, POLICIES AND BYLAWS
- B. 2015 ANNUAL EDUCATION CONFERENCE WRAP UP MEETING

EXECUTIVE DIRECTOR: JOEL POPKIN

- A. SEE ATTACHED

- 7. OLD BUSINESS
- 8. NEW BUSINESS
- 9. ADJOURNMENT

Next Meeting:
Advisory Board Meeting
Friday, 11 September 2015
Woodbridge Municipal Building
1 Main Street
Woodbridge, New Jersey 07095

A meeting of the Municipal Clerks' Association of New Jersey Executive Board was held in Little Falls, New Jersey on 14 August 2015. The meeting was opened by President Kazmark with the Pledge of Allegiance and a Moment of Silence at 10:00 a.m.

Present: Keith Kazmark, President; Denise Szabo, 1st Vice President; Dina Zawadski, 2nd Vice President (arrived at 10:16 am); Kevin Galland, Treasurer; Diane M Pflugfelder, Secretary; John Mitch, Immediate Past President

Also, Present: Joel Popkin, Executive Director; and, Richard Lustgarten, Association's Counsel.

APPROVAL OF MINUTES

A motion by Denise Szabo to adopt the minutes of 19 June 2015, Transition Meeting, carried.

REPORTS

TREASURER

A prepared report was received from Treasurer Galland for Profit/Loss and placed on file. (Attachment A) A prepared report was received from Executive Director Popkin with Account Balances to date and placed on file. (Attachment B) A motion by John Mitch to accept said reports carried. Secretary Pflugfelder reported that the 2015/2016 Professional Contracts have been executed and placed on file.

SECRETARY

MCANJ Record Destruction

Discussion ensued on the retention of MCANJ paper documentation and electronic backup. In conclusion it was agreed to scan and place on file the Compendium of Ceremonial Resolutions and Proclamations Parts 1 and 2, as prepared by Andrew J Pavlica, Garfield City Clerk. All documentation shall be retained for a period of seven (7) years as per the MCANJ Policy/Procedure Manual. Secretary Pflugfelder and 1st Vice President Szabo shall create a MCANJ Goggle Drive for MCANJ electronic filings.

TREASURER

MCANJ Membership 2015/2016

A prepared report was received from Treasurer Galland with MCANJ 2015/2016 membership to date and placed on file. (Attachment C) President Kazmark agreed to forward an e-blast reminder through the Association for MCANJ and LDF memberships.

1st VICE PRESIDENT

New Jersey State League of Municipalities 2015 Education Conference

A prepared report was received from 1st Vice President Szabo regarding the League of Municipalities Conference Education Session coordinated by MACNJ and placed on file. (Attachment D) Discussion followed on scanning responsibilities. Ms. Szabo will confirm that Nancy Saffos shall participate on the DLGS panel on FDS Updates.

MCANJ EDUCATION CONFERENCE 2016

1st Vice President Szabo presented a timeline for coordination of the MCANJ Education Conference 2016. Sharon Brienza and Heather Mailander shall be the co-chairs of said conference. A conference call is anticipated in September 2015 for speaker brainstorming and an in-person meeting is scheduled for October 2015.

2nd VICE PRESIDENT

2nd Vice President Zawadski presented a proposal for updating the MCANJ candidacy form. All present agreed that the MCANJ candidacy form would be amended to reflect a 28 December 2015 deadline for the 2016/2017 terms.

PRESIDENT

OPRA/OPMA/GRC Update

President Kazmark informed those present that OPRA/OPMA revisions continue but no current action on the proposal has transpired.

Counsel Lustgarten reported that OPRA/OPMA may or may not return in fall 2015. He presented the positive and negative aspects of the proposed Legislature for the Municipal Clerk. He stated that he would follow-up with Senator Loretta Weinberg.

NJ FOG

President Kazmark related that a future meeting with NJ FOG would be scheduled.

DEMOCRACY ACT UPDATE

President Kazmark stated the Democracy Act Update had been passed by the New Jersey Senate and Governor Christie had announced his intentions to veto the Bill. A revision within the Bill that the MCANJ should be aware of is the alteration from ten (10) to three (3) Vote-by-Mail messengers permitted per election.

RUTGERS EDUCATION COMMITTEE

President Kazmark related that Laura Flagg, Senior Program Coordinator with Rutgers was following the guidance of the MCANJ President and Executive Director. 1st Vice President Szabo agreed to coordinate a conference call with Ms. Flagg and the Manual Review Committee to update the MCANJ Manual. 1st Vice President Szabo would address the Records portion.

S.2454 DIVISION OF LOCAL GOVERNMENT SERVICES CLEANUP BILL

President Kazmark told those in attendance that S.2454 had recently been adopted and relayed the impact it would have upon the Municipal Clerk's responsibilities. Discussion ensued on current activity regarding the interpretation on Municipal Clerk Legislation for reappointment and tenure.

RMC EXAM RESULTS

President Kazmark announced that the spring 2015 RMC Exam had a 59% pass rate. He attended a meeting in which the pool questions were reviewed and minor changes were addressed for the fall 2015 exam.

MCANJ EDUCATION CONFERENCE 2016

The Tropicana Contract has been executed for MCANJ Education Conference 2016. A brainstorming session followed suggesting the following education topics;

- An interactive session with ABC/POSSE
- Dan Kaminski presenting the Responsibilities of the Municipal Clerk
- A power point presentation from DORES on how to use Artemis
- A SAGE fresher
- The NJ State Registrar to speak on VIP
- Retired Municipal Clerk Barbara Rae to discuss the fire in Edgewater

MCEF ENDOWMENT – FUNDRAISING EFFORT

Appropriation of MCANJ funds and fund raising efforts for the creation of a MCEF endowment was discussed. Reference was made to the December 2014 MCANJ Advisory Board minutes and the authorization of \$5000 by motion to establish said Endowment subject to the availability of funds. A roll-call vote of support or denial on establishing a MCAF Endowment was begun and discontinued when a telephone call was made to Vincent Buttiglieri, RMC/MMC, Ocean Township, 1st Vice President IIMC, requesting further clarification on the maintenance and distribution of the endowment. Mr. Buttiglieri would research and return the telephone call upon additional explanation from IIMC if the endowment would or would not apply to non-IIMC members that are MCANJ members.

A motion by Immediate Past President Mitch for MCANJ to create a MCEF Endowment with a base of \$5000.00 from the MCANJ treasury; permitting future fund raising to be coordinated by Regional IIMC representatives without the financial assistance of MCANJ; and the availability of said endowment for the general membership of the MCANJ carried. (SEE BELOW FOR CONTINUED REFERENCE)

STIPEND FOR TREASURER POSITION 2015/2016

Upon review of the redistribution of the MCANJ Treasurer's responsibilities, a motion by Treasurer Galland to reduce the Treasurer's annual stipend from \$1000.00 to \$500.00 carried. Discussion ensued on the potential to include a paid Finance Director position in addition to the Executive Director.

SCHOLARSHIP AWARDS 2015/2016

President Kazmark reported that \$7000.00 had been appropriated for scholarship within the 2015/2016 budget. Discussion ensued on the actual budgeted line item of \$5000 for scholarships and any scholarships awarded over that amount would be drawn from surplus. Following discussion, a motion by 2nd Vice President Zawadski authorizing the following Education Scholarships for 2015/2016 carried.

- Eight (8) Course Scholarships, not to exceed \$500, toward RMC certification
- One (1) Course Scholarship, not to exceed \$500, toward CMC certification
- One (1) Course Scholarship, not to exceed \$500, toward MMC certification

A motion by 2nd Vice President Zawadski authorizing the following MCANJ Education Conference Registration Scholarships for 2015/2016 carried.

- Ten (10) MCANJ Education Conference Registration Scholarships, for full payment
- Five (5) alternate MCANJ Education Conference Registration Scholarships, for full payment

Lunch Break

The meeting was recessed from 12:13 pm to 12:28 pm for a lunch break.

The meeting reconvened at 12:28 pm.

MCANJ LAPEL PINS

President Kazmark directed Executive Director Popkin to distribute the last of the New Jersey Devil pins to the MCANJ membership within the 2015/2016 education conference bags in April 2016.

President Kazmark stated that 500 New Jersey MCANJ lapel pins would be produced for the 2016 IIMC Conference distribution. The 2016 pins would be a yellow/black New Jersey license plate with the word "VINNY" to acknowledge the appointment of Vincent Buttiglieri as IIMC President 2016. The lapel pins would be acquired with MCANJ budget funds.

Discussion ensued on various ideas for the 2017 MCANJ lapel pin. No decision was confirmed.

MCEF ENDOWMENT – FUNDRAISING EFFORT, CONTINUED

Mr. Buttiglieri made a return telephone call. He informed those present that MCEF reviews the applications to award scholarships based upon the total funding within the endowment. He proceeded to inform the Executive Board that the endowment scholarship must be awarded to an IIMC member. Discussion on the encouragement of IIMC membership and MCANJ funding concluded with a motion by John Mitch rescinding the prior motion to support the establishment of a MCEF endowment with a base of \$5000.00 from the MCANJ treasury; permitting future fund raising to be coordinated by Regional IIMC representatives without the financial assistance of MCANJ; and the availability of said endowment for the general membership of the MCANJ carried.

ON-LINE SALE OF MERCHANDISE

It was decided to support Doreen Cali, MCANJ Fund Raising Chair, with the sale of MCANJ merchandise on-line. Items may be purchased with the submission of a check to Ms. Cali and the forwarding of the check to MCANJ Treasurer for deposit. Executive Director Popkin will inventory items within storage to begin the on-line sale.

NJLM NEWLY ELECTED ORIENTATION PROGRAMS JANUARY 2016

President Kazmark reported that he would be representing MCANJ as a speaker at the NJLM Newly Elected Orientation Program on 9 January 2016 at the Renaissance Meadowland Hotel in Rutherford and 2nd Vice President Zawadski would be speaking at the 23 January 2016 event at the Hotel ML in Mount Laurel.

IMMEDIATE PAST PRESIDENT

Immediate Past President Mitch reported that he is awaiting the documentation from Nancy Saffos to review the SOP, Policies and Bylaws for updating. Secretary Pflugfelder was informed that all paper SOP documents may be destroyed at this time.

2015 ANNUAL EDUCATION CONFERENCE WRAP-UP MEETING

Immediate Past President Mitch stated that the 2015 Annual Education Conference Wrap-up Meeting will be scheduled as a portion of the conference call in September to prepare for the 2016 Annual Education Conference.

EXECUTIVE DIRECTOR

Executive Director Popkin informed those present that his report had been posted on the MCANJ Google Drive. (Attachment E)

LEGAL DEFENSE FUND

Executive Director Popkin expressed concern that members were not following directions for electronic online LDF renewal processing. Following discussion, a motion by 2nd Vice President Zawadski to amend the 2015 LDF renewal deadline to 1 October 2015 carried. It was stated that no LDF claims had been filed within the past year.

IIMC REGION II

Executive Director Popkin reported that New Jersey would be hosting the IIMC Region II Conference 12-14 January 2016 at the Resorts in Atlantic City, New Jersey. Discussion ensued on the contract terms executed with Resorts; financing of the conference, collection of monies, anticipated attendance, and separation of IIMC Region II finances from MCANJ funds.

MCANJ BANKING

Executive Director Popkin relayed the financial account balances and the justification to transfer funds to avoid monthly service charges. Following this meeting, Executive Director Popkin and Treasurer Galland would visit a local TD Bank to include Treasurer Galland on the MCANJ account signature cards.

CPA FINANCIAL REPORT

Executive Director Popkin conveyed that the CPA Financial Report had been posted on the MCANJ Google Drive. (Attachment F)

CHARITABLE REGISTRATION FORM

Executive Director Popkin stated the charitable registration form had been executed and filed with the State of New Jersey. A copy was posted on the MCANJ Google Drive.

NEW JERSEY STATE LEAGUE OF MUNICIPALITIES CONFERENCE 2015

Executive Director Popkin reported the need for MCANJ booth volunteers. It was agreed to continue with retirees as well as recruit current MCANJ members during NJSLM Conference 2015. Discussion on finances for giveaways, accessory services, room reservations, AV needs for speakers followed.

MEMBERSHIP/PEER ALLIANCE FOR LEARNING COMMITTEE

Executive Director Popkin questioned if the newly recognized RMC recipients were being mentored. President Kazmark stated that he would contact the North, Central and South chairpersons as well as present this topic at the Advisory Meeting in September 2015.

ADJOURNMENT

There being no further business, a motion by 2nd Vice President Zawadski to adjourn the meeting carried. Meeting adjourned at 1:25 p.m.

Diane M Pflugfelder RMC/MMC
Secretary MCANJ
Minutes Approved 23 October 2015

ATTACHMENT A

12:28 PM
08/05/15
Accrual Basis

MCANJ
Profit & Loss Budget vs. Actual - EB+AB Report
July 1 through August 5, 2015

	Jul 1 - Aug 5, 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Uncategorized Income	1,500.00	0.00	1,500.00	100.0%
Investment Income				
Interest Income				
Interest Inc-Legal Defense Fund	0.00	-48.39	-48.39	0.0%
Interest Income-Operating Fund	1.63	48.39	-46.76	3.4%
Total Interest Income	<u>1.63</u>	<u>96.78</u>	<u>-95.15</u>	<u>1.7%</u>
Total Investment Income	1.63	96.78	-95.15	1.7%
Program Income				
Membership Dues Revenue				
Membership Dues-Legal Defense	0.00	2,903.23	-2,903.23	0.0%
Membership Dues-Operating Fund	23,775.00	28,032.26	-5,257.26	81.9%
Total Membership Dues Revenue	<u>23,775.00</u>	<u>31,935.49</u>	<u>-8,160.49</u>	<u>74.4%</u>
Quill Newsletter Revenues	0.00	236.29	-236.29	0.0%
Total Program Income	<u>23,775.00</u>	<u>32,171.78</u>	<u>-8,396.78</u>	<u>73.9%</u>
Total Income	<u>25,276.63</u>	<u>32,268.56</u>	<u>-6,991.93</u>	<u>78.3%</u>
Gross Profit	25,276.63	32,268.56	-6,991.93	78.3%
Expense				
Program Expenses				
Conferences Expense				
Annual Conference 2016 Expenses	1,000.00	80.65	919.35	1,239.9%
Total Conferences Expense	<u>1,000.00</u>	<u>80.65</u>	<u>919.35</u>	<u>1,239.9%</u>
Contingency Expense	0.00	72.58	-72.58	0.0%
Newsletter Expenses				
Quill Printing & Postage	0.00	2,625.00	-2,625.00	0.0%
Total Newsletter Expenses	<u>0.00</u>	<u>2,625.00</u>	<u>-2,625.00</u>	<u>0.0%</u>
Retirement-Pins/Plaques/Awards	39.90	155.97	-116.07	25.6%
Spotlight Awards	0.00	17.42	-17.42	0.0%
Total Program Expenses	<u>1,039.90</u>	<u>2,951.62</u>	<u>-1,911.72</u>	<u>35.2%</u>
Contract Services				
CPA Fees	0.00	221.77	-221.77	0.0%
Legal Defense Fund Expenses				
Claims	0.00	725.81	-725.81	0.0%
Total Legal Defense Fund Expenses	<u>0.00</u>	<u>725.81</u>	<u>-725.81</u>	<u>0.0%</u>
Total Contract Services	<u>0.00</u>	<u>947.58</u>	<u>-947.58</u>	<u>0.0%</u>
Operations				
Advisory/Exec. Board Meetings	182.09	110.89	71.20	164.2%
Bank Charges	25.00	0.00	25.00	100.0%

12:28 PM
08/05/15
Accrual Basis

MCANJ
Profit & Loss Budget vs. Actual - EB+AB Report
July 1 through August 5, 2015

	Jul 1 - Aug 5, 15	Budget	\$ Over Budget	% of Budget
Office Supplies				
Office Supplies-Legal Defense	0.00	25.00	-25.00	0.0%
Office Supplies-Operating Fund	62.46	87.10	-24.64	71.7%
Total Office Supplies	62.46	112.10	-49.64	55.7%
Postage and Delivery				
Postage-Legal Defense	0.00	12.50	-12.50	0.0%
Postage-Operating Fund	0.00	58.06	-58.06	0.0%
Postage and Delivery - Other	8.40	0.00	8.40	100.0%
Total Postage and Delivery	8.40	70.56	-62.16	11.9%
Storage	0.00	1,000.00	-1,000.00	0.0%
Subscriptions	100.00	116.13	-16.13	86.1%
Total Operations	377.95	1,409.68	-1,031.73	26.8%
Total Expense	1,417.85	5,308.88	-3,891.03	26.7%
Net Ordinary Income	23,858.78	26,959.68	-3,100.90	88.5%
Other Income/Expense				
Other Expense				
Ask My Accountant	1,782.33	0.00	1,782.33	100.0%
Total Other Expense	1,782.33	0.00	1,782.33	100.0%
Net Other Income	-1,782.33	0.00	-1,782.33	100.0%
Net Income	22,076.45	26,959.68	-4,883.23	81.9%

ATTACHMENT B

MCANJ Account Balances

As of 8/13/2015

<u>Operating Checking</u>	52,224.14
<u>Operating CD</u>	105,855.55
	158,079.69
<u>Scholarship</u>	16,685.50
<u>Raffle</u>	1,678.00

<u>LDF Checking</u>	40,148.05
<u>LDF CD's</u>	87,627.15
	127,775.20

ATTACHMENT C

Treasurer Galland reported that as of August 12, 2015, 482 members have registered their membership with the Association and that 322 members have paid their 2015/16 fiscal year dues, with a break-down of registered members by category as follows:

CATEGORY	TOTAL
Full - Municipal Clerk	290
Full - Acting Municipal Clerk	1
Full - Clerk of Freeholder Board	1
Associate - Deputy Municipal Clerk	118
Associate - Assistant Municipal Clerk	14
Associate - Deputy County Clerk	1
Honorary Membership (Retired)	44
Affiliate - All Others	13
GRAND TOTAL	482

ATTACHMENT D

Municipal Clerks' Association of NJ
NILM 100 Annual Conference - Planning Sheet

7/29/2015

Name of Session	Date	Time	Type CEU	Credits	DCA Course #	Room Number	Speakers	Description
Joint Legislative Session – Tax Collectors, Tax Assessors, Finance Officers, Municipal Clerks	11/17/15	10:00 AM to Noon	*	*	*	402	Kim White - Representing MCANJ (Note: other speakers arranged by NILM)	*
Election Potpourri	11/17/15	2 PM to 3:40 PM	RMC	2 - Elections	12937-1	414	David Millstein, Assistant Deputy Director, ADA Administration, Dept of Treasury; Keith Kazmark RMC/MMC, Municipal Clerk, Borough of Elmwood Park; Richard A. Lustgarten, Esq., MCANJ Legal Counsel	This session will present a unique look at the election process in New Jersey, including incidents commonly occurring in and around the polling places, electioneering, electioneering laws, accessibility issues and poll workers' duties and responsibilities. Actual experiences, good, bad and sometimes funny, will also be covered.
Management/Licensing/Liabilities for Special Events	11/18/15	9 AM to 11:00 AM	RMC NRPA	2 - Licensing 2	12937-2	418	Linda Wanat RMC/MMC/CPM, Municipal Clerk, Township of Montclair; Frank Covell, Manager Public Entities Department, Professional Insurance Associates Inc.; Risk Manager Borough of Fair Lawn; Matthew Wysokinski, Registered Environmental Health Specialist, Monmouth County Health Department; Jennifer Gardner, Director, Township of Bernards Parks & Recreation; Moderator: Belmar Mayor Matt Doherty	Street fairs, festivals, races etc. are a common occurrence. You must have procedures in place to ensure the health, safety and enjoyment of the participants as well as to protect the municipality. This session will review licensing, risk management including insurance and liabilities, food handling and alcoholic distribution and consumption.
Local Government Budgeting, Financial Administration and Oversight Activities	11/18/15	2 PM to 3:40 PM	RMC CMFO/CCFO CTC CPWM QPA	2 - Finance 1 - Budgeting 1 - Fin/Debt Mgmt 2 - General/Secondary Duties 2 - Government 2 - Office Admin/Gen Duties	12937-3	418	Marc Pfeiffer, Assistant Director, Bloustein Local Government Research Center, Bloustein School of Planning and Public Policy; Moderator: Joanne M. Kwasniewski, RMC/MMC, Municipal Clerk/Deputy Manager, Borough Fair Lawn	This session will provide overview of the role of budgeting, accounting, and how a wide range of other financial administration activities play in local government administration. This session will provide attendees with an understanding of why these activities are important to government accountability. The session will also include an overview of the activities undertaken by state agencies to oversee and monitor local government finances.
A Review of the Open Public Records Act	11/19/15	2 PM to 3:40 PM	*	*	*	418	Dawn R. SanFilippo, Senior Counsel, NJ Government Records Council, State Department of Community Affairs; Moderator: Keith Kazmark, Mayor Woodland Park	This session will assist local government employees, governing bodies, departments, boards and commissions to better understand the mandatory requirements of the Open Public Records Act, as well as recent rulings by the Government Records Council and New Jersey Superior Court that affect the disclosure of government records.

* Arranged for the NILM updated 7/29/15

Non Municipal Speakers' Addresses

Matthew Wysokinski
Registered Environmental Health Specialist
Monmouth County Health Department
3435 Hwy #9
Freehold, NJ 07728

Richard A. Lustgarten, Esq.
12-28 Burbank Street
Fair Lawn, NJ 07410

Frank Covelli
Manager Public Entities Department
Professional Insurance Associates, Inc.
429 Hackensack Street
Carlstadt, NJ 07062

Marc Pfeiffer
Assistant Director
Bloustein Local Government Research Center
Bloustein School of Planning and Public Policy
33 Livingston Avenue
New Brunswick, NJ 08901

David M. Millstein, Assistant Deputy Director, ADA Administrator
33 West State Street
9th Floor
P.O. Box 034
Trenton, NJ 08625

ATTACHMENT E

MCANJ EXECUTIVE BOARD MEETING
AUGUST 14, 2015
REPORT FROM EXECUTIVE DIRECTOR

1. Legal Defense Fund
 - A. Membership Update
 - B. Renewal Concerns
 - C. Change Dates in Bylaws
 - D. Need 2nd e-mail blast
2. IIMC Region II – 2016 Update
3. 2016 Conference Update
4. Banking
 - A. Account Balances
 - B. Check Register
 - C. Kevin and Joel to go to TD Bank
 - D. Service Charge - \$1,500 minimum
5. CPA Financial Reports
6. Manual Review Update
7. League of Municipalities
 - A. Booth Schedule – Need better way to get volunteers
 - B. To Do Pads – Ordered – Will have next week
 - C. Room Requirements

- D. Booth – Retired? – Regular Set-Up
- E. August –Contract for Tables, Carpet, etc.
- F. Need AV Requests
- G. Printing of Name Tents

ATTACHMENT F

MUNICIPAL CLERK'S ASSOCIATION OF NEW JERSEY, INC.
FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

WEINSTEIN & WEINSTEIN, P.C.
CERTIFIED PUBLIC ACCOUNTANT

WEINSTEIN & WEINSTEIN, P.C.
CERTIFIED PUBLIC ACCOUNTANT
1086 TEANECK ROAD
TEANECK, NEW JERSEY 07666

PHILIP WEINSTEIN, CPA, NY NJ - RETIRED
STEVEN WEINSTEIN, CPA, NY NJ

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July 27, 2015

Executive Board
Municipal Clerk's Association of New Jersey, Inc.
88 Inskip Avenue
Ocean Grove, NJ 07756

Ladies and Gentlemen:

We have compiled the accompanying statement of assets, liabilities and fund balance -cash basis of the Municipal Clerk's Association of New Jersey as of June 30, 2015, and the related statements of cash receipts and disbursements and changes in fund balance- cash basis, for the operating fund, raffle fund, legal defense fund and scholarship fund for the fiscal year ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in the financial statements. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's assets, liabilities, and changes in fund balance. Accordingly, these financial statements are not designed for those who are not informed about such matters.



MUNICIPAL CLERK'S ASSOCIATION OF NEW JERSEY, INC.
STATEMENTS OF ASSETS, LIABILITIES AND FUND BALANCE-CASH BASIS
AS OF JUNE 30, 2015

<u>ASSETS</u>	
Operating Fund:	
Cash	\$ 136,445
Raffle Fund:	
Cash	158
Legal Defense Fund:	
Cash	124,302
Scholarship Fund:	
Cash	<u>16,406</u>
TOTAL ASSETS	<u>\$ 277,311</u>
<u>FUND BALANCE</u>	
Operating Fund:	
Fund Balance - Unrestricted	\$ 136,445
Raffle Fund:	
Fund Balance - Unrestricted	158
Legal Defense Fund:	
Fund Balance - Restricted	124,302
Scholarship Fund:	
Fund Balance - Restricted	<u>16,406</u>
TOTAL FUND BALANCE	<u>\$ 277,311</u>

Unaudited
"See Accountant's Compilation Report" WEINSTEIN & WEINSTEIN, P.C.
CERTIFIED PUBLIC ACCOUNTANT

MUNICIPAL CLERK'S ASSOCIATION OF NEW JERSEY, INC.
STATEMENTS OF CASH RECEIPTS and DISBURSEMENTS
and CHANGES in FUND BALANCE-UNRESTRICTED-CASH BASIS
OPERATING FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Revenues and Other Income:		
Dues	\$	10,875
Conference Fees		77,250
Fund Raising Revenue		2,221
Vendor Income		11,942
Sponsorship Income		25,200
Quill Newsletter Revenue		1,900
Interest Income		1,079
Miscellaneous Revenue		100
Total Revenues and Other Income	\$	130,567
Expenditures:		
Executive Director Fees	\$	22,100
Executive Director Expenses		6,048
Board Meeting		4,431
Conferences		83,985
Insurance		566
Booth Expense		4,283
IIMC		1,746
Legal & Accounting		12,600
Postage, Printing and Quill		12,736
Administrative Expenses		1,829
Retirement/Awards		2,327
Manual Review		1,500
Registration Fee		25
Fund Raising Costs		6,211
Information Technology		1,650
Stipend - Webmaster		1,350
Officer Stipends		6,750
Subscriptions		1,285
Storage		890
Transfers		570
Total Expenditures		172,882
Excess (Deficit) Revenue Over Expenditures		(42,315)
Fund Balance, July 1, 2014		178,760
Fund Balance, June 30, 2015	\$	136,445

Unaudited

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CERTIFIED PUBLIC ACCOUNTANT

MUNICIPAL CLERK'S ASSOCIATION OF NEW JERSEY, INC.
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS
and CHANGES in FUND BALANCE - UNRESTRICTED - CASH BASIS
RAFFLE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Revenues and Other Income:		
Cash Receipts	\$	25
Transfers		40
Total Revenues and Other Income		\$ 65
Expenditures:		
Cash Disbursements		(1,587)
Excess (Deficit) Revenue Over Expenditures		(1,522)
Fund Balance, July 1, 2014		1,680
Fund Balance, June 30, 2015		\$ 158

Unaudited
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MUNICIPAL CLERK'S ASSOCIATION OF NEW JERSEY, INC.
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS
and CHANGES in FUND BALANCE - RESTRICTED - CASH BASIS
LEGAL DEFENSE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Revenues and Other Income:		
Applicant Fees	\$	350
Interest Income		563
Transfers		<u>250</u>
Total Revenues and Other Income	\$	1,163
Expenditures:		
Cash Disbursements		<u>(3,550)</u>
Excess (Deficit) Revenue Over Expenditures		(2,387)
Fund Balance, July 1, 2014		<u>126,689</u>
Fund Balance, June 30, 2015	\$	<u><u>124,302</u></u>

Unaudited
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MUNICIPAL CLERK'S ASSOCIATION OF NEW JERSEY, INC.
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS
and CHANGES in FUND BALANCE-RESTRICTED-CASH BASIS
SCHOLARSHIP FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Revenues and Other Income:	
Cash Receipts	\$ 3,984
Transfers	280
Total Revenues and Other Income	<u>\$ 4,264</u>
 Expenditures	 <u>-</u>
 Excess (Deficit) Revenue Over Expenditures	 4,264
 Fund Balance, July 1, 2014	 <u>12,142</u>
 Fund Balance, June 30, 2015	 <u>\$ 16,406</u>

Unaudited
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